



## NOTICE OF VACANCY

**JOB TITLE:** HMIS Intake & Referral Specialist  
(Homeless Management Information System)  
**DEPARTMENT:** Housing and Community Development  
**SALARY:** \$7.00-\$10.00 per hour  
(Depending on experience)  
**CLOSING DATE:** Open until filled

**Source:** Housing and Community Development Department, City of Augusta

**Description:** This document contains a project description for a intake & referral specialist of a relatively large implementation. This implementation chose to seek two (2) part-time (a.m. and p.m.) positions with strong communication and technical skills.

**Minimum Requirement:** High School Diploma or GED with one (1) year related experience; Proficient in Microsoft Office and data entry; Professional appearance; good communication skills; ability to manage multiple tasks at once and work under stressful situations; flexible and reliable; valid driver's license and dependable transportation and possess the ability to relate to homeless clients.

**Essential Job Functions:**

- Reviews client initial intake packet, obtain additional demographic data and history information
- Set up client computerized and hard copy file
- Assesses client needs and makes appropriate referrals to direct service programs
- Copies, emails and/or faxes and distributes client information and referrals
- Prepares client correspondence and report information as requested
- Prepares detailed client case notes
- Provides relief assistance to HMIS Manager by answering phones and fulfilling duties during peak time, lunch and absence
- Follow-up on clients and updates client files as needed
- Operates personal computer with ability to use e-mail, Microsoft Office and HMIS
- Keeps staff updated of changes in direct service availability and gaps in services
- Serves on committees to provide needed assistance
- Attends agency meetings
- Performs other duties as assigned

**Accountability:**

HMIS Intake & Referral Specialist will be provided supervision by the HMIS Project Manager as well as the Community Development Manager.

**Salary Range:**

\$7.00 - \$10.00 per hour (max – 20 hours per week) depending on experience

Augusta Human Resources Department  
530 Greene Street  
Room 601 – Municipal Building  
(706) 821-2303 (706) 821-2867 FAX  
[WWW.AUGUSTAGA.GOV](http://WWW.AUGUSTAGA.GOV)

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Individuals with disabilities who need reasonable accommodations, in order to apply or maintain employment, should contact either the Augusta, Georgia Department of Human Resources at : 706-821-2303 or the internal Augusta, Georgia Equal Employment Opportunity (EEO) Office at: 706-826-4789

Questions, concerns or request for additional information regarding Equal Employment may be addressed through: EEO Office, 501 Greene Street, Suite #314 Augusta, GA 30901, Phone: 706-826-4789